Attachment A

Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
January 24, 2011

Call to Order
The regular meeting of the CCLS Board was called to order by President William Gould at 4:00 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members Present
William Gould, Jane Graham, Alicia Stine, Elizabeth Stone, Kevin Stoner and Marcey Whiteside.

Others Present
Jonelle Darr, Gary Eichelberger, Sue Erdman, Bonnie Goble, Linda Rice, Susan Sanders and Denise White.

Election of 2010 Officers
The meeting proceeded with the election of 2011 Board officers. As presented on the nominating slate in December 2010, ***the system board unanimously elected the following people to serve one-year terms: President: Nancy George; Vice-President: Bill Gould; and Treasurer: Kevin Stoner.***

In the absence of Miss George, Mr. Gould continued to chair the meeting as Vice-President.

MINUTES & TREASURER'S REPORT
Previous Minutes
The Library System Board unanimously approved the December 20, 2010 board meeting minutes.

Treasurer's Report
The Library System Board unanimously moved to file the December 2010 Treasurer's Report for audit. Mr. Stoner reviewed the Balance Sheet and Income and Expense Statement. The board Treasurer reviewed and initialed the month of December bank statements, cancelled check records and reconciliation reports for the system's general, money market, certificate of deposit and LSTA accounts. The executive director's expense check for December 2010 was also reviewed and signed.

REPORTS
Executive Director's Report
Financial Management
Email Solicitation
The Commissioners granted permission for use of the county's Outlook Exchange server to send library-related financial solicitations as long as the email includes an 'opt out' feature as well as keeping records of all emails.

Public Library Subsidy Funds Payment
The state has announced that the balance of the 2010-2011 Public Library Subsidy has been released for payment. This payment will include the full balance due in all categories. CCLS should receive its funds the last week of January 2011. Full payments will be made to all libraries by February 18, 2011.

Library Tax Rate
Following the countywide reassessment, the library tax millage rate has been set to .143 mils. This will yield a revenue-neutral amount when compared to 2010.

York County Library Services
Due to the great number of Fairview Township residents that are served, ***the system board unanimously approved requesting an annual contribution from York County Library System to support the New Cumberland Public Library.***

If this request fails, then the Library System Board will petition the Governor's Advisory Council on Library Services to move Fairview Township to New Cumberland's service area. In addition, the New Cumberland Library Board is interested in approaching the West Shore School District (along with Fredricksen and York County Library system) for library support.

Mrs. Darr reported that Sue Erdman had been contacted by Bill Devore, Cumberland Valley School Board Member, and chair of its Finance Committee. He is advocating for Cumberland Valley's financial support of the library system, specifically Bosler, Fredricksen and Simpson. Thus, Mrs. Darr plans to attend the Cumberland Valley School District's Finance Committee meeting along with Sue Erdman and Bonnie Goble on January 24, 2011. She plans to distribute a flyer highlighting the system's services to district residents.

Currently, the Mechanicsburg Area School District supports the Simpson Library at about $2 per enrolled student ($7,468/year) and the Shippensburg School District supports the Shippensburg Library at about the same per capita amount ($7000/per year). Mrs. Darr recommends a $3.00 per capita request. ($2.00 for library services and $1.00 for virtual services). The Library System Board agreed with this plan.

Joint State Government Commission Report Released

The Joint State Government Commission's report on the 50-year-old Pennsylvania Library Code is now available at: http://jsg.legis.state.pa.us/publications.cfm?JSPU_PUBLN_ID=188.

The bulk of the 235-page report is a suggested re-codification of The Library Code in consolidated statute form. It also contains some recommendations for the General Assembly to act upon. A summary of the report's recommendations was distributed.

Representative Stephen Bloom Meeting

New state representative Stephen Bloom was briefed on library services in early January. He has solid library connections with his wife Sharon and daughter Anna having worked at Bosler Library (circulation desk and page respectively).

ERate

All libraries have been approved for eRate funding in 2010-2011. This brings the system's total amount available to $62,106.

Library	Amount
Amelia Givin	$ 820
Bosler Memorial	$ 1,548
Cleve J. Fredricksen	$ 3,230
John Graham	$ 720
New Cumberland	$ 1,769
Shippensburg	$ 1,251
Simpson Public	$ 1,170
System Administrative Office	$ 51,599
Total	**$ 62,106**

Resource Allocation

CCLS Foundation Grants Funds

The Cumberland County Library System Foundation adopted its annual budget. It has allocated the following EITC funds to support the 2011 summer reading program:

Educational Improvement Tax Credit Funds	2010 Disbursement	2011 Disbursement	Increase
Amelia Givin	$ 130	$ 178	$ 48
Bosler	$ 239	$ 342	$ 103
Fredricksen/East Pennsboro	$ 693	$ 1,130	$ 437
John Graham	$ 71	$ 90	$ 19
New Cumberland	$ 162	$ 237	$ 75
Shippensburg	$ 280	$ 294	$ 14
Simpson	$ 800	$ 1,081	$ 281
System Services	$ 125	$ 2,500	$2375
Total EITC Funds	***$ 2,500***	**$ 5,850**	***$3350***

In addition, the Foundation Board has approved reimbursing the library system for its web site donation software maintenance costs ($2142).

ASCAP Licensing Fees
In June 2010, the library system started paying ASCAP licensing fees for any library programs that involved the public performance of music or other content licensed by ASCAP. ASCAP charges a flat $210 per year for 21 performances. After that threshold is met, the library system is charged $10 per program. Since June (approximately three statistical reporting quarters for CCLS), we have reported 34 programs, or about 11-12 programs per quarter. Thus, we can expect to pay about $500 annually for licensing fees. ***The system board unanimously approved having the library system pay all ASCAP licensing fees.*** For 2011, this will likely be about $480, this is about $260 more than budgeted.

CCLS Trustee Training Night
CCLS's annual Trustee Training Night on Tuesday, March 31, 2011 at the Comfort Inn Suites in Carlisle from 5:30 to 8:30. Advance registration is required.
Register online at http://www.surveymonkey.com/s/TrusteeTraining2011

NEW BUSINESS
Beatrice Kelley Estate – Final Payment Received.
The system office received its final payment in the amount of $499.28 from the Beatrice Kelley Estate. The system board agreed to distribute the funds according to the previous action taken at the December 2009 board meeting, ***that 10% of the funds be paid to Fredricksen Library for the sole benefit of its East Pennsboro Branch, and the remaining balance to be distributed to member libraries via the current system allocation formula.***

System Office Building Update
CCLS staff members have reviewed the Ritner Building's architectural drawings extensively and have sent final changes to the architect. All current office furniture will be used, along with donations received from the Administrative Office of Pennsylvania Courts and Dickinson School of Law. This will reduce the need to purchase new furnishings.

Over Payment of 2010 Library Tax Dollars
Mrs. Darr was notified by the county's Finance Department that the County over estimated the amount of 2010 library tax funds it would receive. As a result, the county has over paid the system by $5,167.60. The county will be billing the system office for this amount.

Board Internet Website Survey
Board members were encouraged to complete the survey for the Board Intranet Website at: http://www.surveymonkey.com/s/boardintranetsurvey

UPDATES

Library News

News from member libraries was shared.

Adjournment

The meeting adjourned at 4:50 p.m.

The next meeting of the Cumberland County Library System will be held on Monday, February 28, 2011 at the Cumberland County Library System's administrative office at 4:00 p.m.